



**HOUSING AUTHORITY  
of the County of Los Angeles**

700 W. Main Street • Alhambra, CA 91801

Tel: 626.262.4510 • TDD: 855.892.6095 • [www.hacola.org](http://www.hacola.org)

**Hilda L. Solis  
Mark Ridley-Thomas  
Sheila Kuehl  
Don Knabe  
Michael D. Antonovich**  
Commissioners

**Sean Rogan**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, DECEMBER 17, 2014**

**12:00 PM**

**HACoLA HEADQUARTERS  
700 W. MAIN STREET  
ALHAMBRA, CA 91801  
(626) 586-1501**

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**1. Call to Order**

**2. Roll Call**

**Alma Cibrian Reza, Chair  
James Brooks, Vice Chair  
Michelle-Lynn Gallego  
Zella Knight  
Val Lerch  
Margaret Mott  
Henry Porter Jr.**

**3. Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of November 19, 2014.

**4. Report of the Executive Director**

**5. Presentations**

**6. Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

**Consent Calendar**  
(Items Continued from Previous Meeting)

**7. Concurrence to Award a Contract to HD Supply Facilities Maintenance to Provide Building Materials, Supplies & Services to the Housing Authority (All Districts)**

Concur with the Board of Commissioners' finding that the approval of the Building Material and Supplies Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment; concur with the Board of Commissioners' approval and authorization for the Executive Director or his designee to execute, amend, and if necessary, terminate a one-year Building Materials, Supplies and Services contract (Contract) with HD Supply Facilities Maintenance, using up to \$850,000 in Housing Authority operating funds included in the Housing Authority's approved Fiscal Year 2014-2015 budget, to be effective following approval as to form by County Counsel and execution by all parties; concur with the Board of Commissioners' authorization for the Executive Director or his designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of up to \$850,000, using funds to be requested through the Housing Authority's annual budget approval process; concur with the Board of Commissioners' authorization for the Executive Director or his designee to amend the Contract, modify the scope of work, and increase the annual compensation by up to \$85,000 (10%) as needed for unforeseen costs.

**Regular Agenda**

**8. Award a Construction Contract to M.L. Construction for the Construction and Installation of Two New ADA Elevators and Decommissioning of Two Existing Elevators at the Lancaster Homes Multifamily Senior Housing Development (District 5)**

Recommend that the Board of Commissioners find that the proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the project; recommend that the Board of Commissioners approve the project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission for construction of the project; recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute the Contract and all related

documents with M.L. Construction, in the amount of \$1,379,000, to construct and install two new ADA elevators, decommission two existing elevators, and complete associated work at the Lancaster Homes multifamily senior housing development, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor; recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary, to amend the contract, to terminate the contractor's right to proceed with the performance of the Contract, or to terminate the Contract; recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$275,800 for unforeseen project costs, following approval as to form by County Counsel; recommend that the Board of Commissioners authorize the Executive Director or his designee to incorporate up to \$1,654,800 in previously authorized Commission General Fund loan proceeds into the Housing Authority's approved Fiscal Year 2014-2015 budget for the purposes described above.

9. **Approval of the Housing Commission 2015 Meeting Schedule (Attachment A)**
10. **Elect 2015 Chair and Vice-Chair**
11. **Housing Commissioners May Provide Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least (3) business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (626) 586-1501, or by e-mail at [roberta.lear@lacdc.org](mailto:roberta.lear@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES  
MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, November 19, 2014.

The meeting was convened at HACoLA Headquarters, 700 W. Main St., Alhambra, CA 91801

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair, Cibrian Reza, at 12:23 p.m.

**ROLL CALL**

**Present**

**Absent**

Alma Cibrian Reza, Chair	X	
James Brooks, Vice Chair	X	
Michelle-Lynn Gallego	X	
Zella Knight	X	
Val Lerch	X	
Margaret Mott	X	
Henry Porter	X	

**PARTIAL LIST OF STAFF PRESENT:**

Sean Rogan, Executive Director  
Emilio Salas, Deputy Executive Director  
Maria Badrakhan, Director, Housing Management  
Margarita Lares, Director, Assisted Housing

**GUESTS PRESENT:**

None.

**Reading and Approval of the Minutes of the Previous Meeting**

On Motion by Commissioner Cibrian Reza, seconded by Commissioner Brooks, the Minutes of the Regular Meeting of October 15, 2014 were approved. Commissioner Gallego abstained.

#### **Agenda Item No. 4 – Report of the Executive Director**

Deputy Executive Director, Emilio Salas reported the following:

The Housing Authority won the County Productivity Award. We were top 10 award winners for Pathway to Independence and for our safety record with the maintenance group.

On October 26, 2014, The Growing Experience hosted its 5<sup>th</sup> annual Farm Dinner, catered by Primal Alchemy, a local Long Beach restaurant. This event is put on as a benefit for the Growing Experience Urban Farm.

Featured chefs included: Paul Buchanan, Primal Alchemy Catering, Events and Community Kitchen; Patrick Glennon, Santa Monica Seafood; David Scullion Coleman, Michael's on Naples Ristorante; Dave Mac Lennan, James Republic; Katherine Humphus, Bo Beau; Rich Mead, Sage In Limbo; Craig Canole, K'ya Rooftop; Dean Kim, O.C. Baking Company; and pastry chef David Baker.

Mr. Salas reported that Peter Lynn has been named as the new Executive Director of Los Angeles Homeless Services Authority (LAHSA) and will take over on December 1, 2014. Mr. Lynn has been a close and active partner of HACoLA and we look forward to working with him in his new role.

Mr. Salas reported that on October 23, 2014, he attended the California Association of Housing Authorities (CAHA) meeting in Santa Barbara, California. The agenda included a discussion on the implementation of biennial inspections. There are several housing agencies that are currently in the process of implementing this strategy. The HACoLA is considering the pros and cons of such a strategy and have been gathering best practice information from agencies such as San Bernardino.

Mr. Salas noted that the HACoLA is looking forward to working with many new leaders of our Los Angeles County government. We have a newly elected Assessor, Sheriff and two new Supervisors poised to take their seats in December 2014. We will also have a new Chief Executive Officer (CEO) and a new County Counsel.

Mr. Salas noted the federal elections have resulted in a Republican controlled Congress. We know that Congress is currently in session and will be considering either a new omnibus appropriations bill or a continuing resolution. We will soon see what funding awaits us.

Mr. Salas explained that the Section 8 program has been undergoing a massive lease up effort over the past several months. The critical date is December 1, 2014, as that is the point in time in which all contracted units in the program will be used to determine our baseline for funding next year. Just recently we were up to a 98.4% lease up rate. We

owe a word of thanks to our staff for working tirelessly to get our utilization of vouchers to where it needs to be.

Mr. Salas reported that the HD Supply contract was scheduled to be on the November 2014 agenda but there were several challenges with completing the process, due in part with insurance requirements and disagreement with the contract language. These issues have since been resolved, and the process has been completed, but it was not in time to be placed on the agenda. The contract needs to move forward since it provides all the necessary maintenance materials for our countywide maintenance program. It will be brought back to the Housing Commission as a concurrence item.

#### **Agenda Item No. 5 - Presentations**

Family Self-Sufficiency (FSS) (Ms. Tracey Wheeler) – Christina Frausto-Lupo

Section Eight Management Assessment Program (SEMAP) – Margarita Lares

Public Housing Assessment System (PHAS) – Maria Badrakhan

#### **Agenda Item No. 6 - Public Comments**

None.

## Regular Agenda

### Agenda Item No. 7 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Gallego thanked everyone and congratulated the FSS graduates.

Commissioner Porter gave kudos to staff on the FSS presentations and enjoyed the Thanksgiving luncheon. He reminded the other Commissioner about voting for the election of officers at next month's Housing Commission meeting. He also reminded everyone to be mindful of those less fortunate and to help somebody, during this holiday season!

Commissioner Knight requested an update on the Inter-council agency for Homelessness on elderly women and women veteran's issues. Commissioner Knight reminded everyone that homelessness can happen to anyone.

Commissioner Brooks thanked all staff and reminded everyone to be extra kind to those less fortunate because everyone is going through something.

Commissioner Cibrian Reza thanked staff for the presentations and Happy Holidays to all!

Commissioner Mott said she was glad to be involved and congratulations to staff on their great work.

Commissioner Lerch noted that he was thankful to be a part of this organization and thankful we can give 24,000 people a good, clean, place to live.

On Motion by Commissioner Porter, seconded by Commissioner Brooks, the Regular Meeting of November 19, 2014 was adjourned at 1:31 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
SEAN ROGAN  
Executive Director  
Secretary-Treasurer

**Housing Authority - County of Los Angeles**

December 17, 2014

**FOR YOUR INFORMATION ONLY**

TO: Housing Commissioners

FROM:  Margarita Lares, Director  
Assisted Housing Division RE: **FSS PROGRAM UPDATE – NOVEMBER 2014**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher Program Participants achieve economic independence and self-sufficiency.

**ACTIVITIES**

<b>NUMBER CURRENTLY ENROLLED</b>	594	As of November 1, 2014
<b>NEW ENROLLMENTS</b>	7	FSS Participants Enrolled
<b>CONTRACTS EXPIRED</b>	1	FSS Contracts Expired
<b>DIRECT ASSISTANCE REFERRALS</b>	248 10 594 88 23 6 1 2 2 256 83	Workforce Centers Home Ownership Program/Seminars/workshops Job referrals Educational/Vocational Services Credit Repair Services Financial Literacy Individual Deposit Accounts (IDA) Transportation Assistance Health & Food Services Other Social Services Youth Services
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1 1 1 1 1	50/50 Fund Raiser to fund the Antelope Valley Annual Holiday Event Community Service Providers Meeting At Community Resource Center Regional Community Alliance (RAC) Meeting Nueva Maravilla Vision Team Meeting SoCal FSS Network Meeting
<b>GRADUATIONS Pending Graduations</b>	2	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:dt

Attachment



## **FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS**

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.

HOUSING COMMISSION  
2015 Meeting Schedule  
12:00 noon

ATTACHMENT A

<u>Date</u>	<u>Site</u>	<u>Address/ Telephone #</u>	<u>District</u>	<u>Description</u>
January 21	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
February 25	Francisquito Villas	14622 Francisquito Avenue La Puente, CA 91746 (626) 960-7207	1 <sup>st</sup>	88 Units of Senior Housing
March 25	South Bay Gardens	230 E. 130 <sup>th</sup> Street Los Angeles, CA 90061 (323) 357-3157	2 <sup>nd</sup>	100 Units of Senior Housing
April 22	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
May 27	Foothill Villa	2423 Foothill Blvd. La Crescenta, CA 91214 (661) 255-5818	5 <sup>th</sup>	62 Units of Senior Housing
June 24	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
July 22	Westknoll Apartments	838 N. Westknoll Drive West Hollywood, CA 90069 (323) 653-3090	3 <sup>rd</sup>	133 Units of Senior Housing
August 26	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
September 23	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
October 28	Carmelitos	851 Via Carmelitos Long Beach, CA 90805 (562) 423-5464	4 <sup>th</sup>	155 Units of Senior Housing
November 18	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
December 16	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A



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Commissioners

**Sean Rogan**  
Executive Director

December 17, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**AWARD A CONTRACT TO HD SUPPLY FACILITIES MAINTENANCE TO PROVIDE  
BUILDING MATERIALS, SUPPLIES & SERVICES TO THE HOUSING AUTHORITY  
(ALL DISTRICTS)**

**SUBJECT**

This letter requests concurrence with the December 9, 2014 action by the Board of Commissioners to award a Contract to HD Supply Facilities Maintenance to provide building materials, supplies and services to the Housing Authority.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Concur with the Board of Commissioners' finding that the approval of the Building Material and Supplies Contract is exempt from the California Environmental Quality Act (CEQA) because the proposed activity will not have the potential for causing a significant effect on the environment.
2. Concur with the Board of Commissioners' approval and authorization for the Executive Director or his designee to execute, amend, and if necessary, terminate a one-year Building Materials, Supplies and Services contract (Contract) with HD Supply Facilities Maintenance, using up to \$850,000 in Housing Authority operating funds included in the Housing Authority's approved Fiscal Year 2014-2015 budget, to be effective following approval as to form by County Counsel and execution by all parties.

3. Concur with the Board of Commissioners' authorization for the Executive Director or his designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of up to \$850,000, using funds to be requested through the Housing Authority's annual budget approval process.
4. Concur with the Board of Commissioners' authorization for the Executive Director or his designee to amend the Contract, modify the scope of work, and increase the annual compensation by up to \$85,000 (10%) as needed for unforeseen costs.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The proposed Contract provides for building materials, supplies and services for the maintenance of all the Housing Authority's housing developments throughout Los Angeles County. These commodities and services may be needed for regular maintenance or on an emergency basis, to maintain the safety and well-being of residents and employees.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The cost for the first year is \$850,000, comprised of Housing Authority operating funds included in the Housing Authority's approved Fiscal Year 2014-15 budget. If extended, the cost for the second through the third year of the Contract will remain at the same annual amount of \$850,000, using funds to be requested through the Housing Authority's annual budget approval process.

A 10% contingency, in the amount of \$85,000 per year, is also being set aside for any unforeseen needed building materials and supplies, using the same source of funds described above.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The proposed Contract provides for building materials, supplies and services to the Housing Authority.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief

Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, HD Supply Facilities Maintenance will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Housing Authority has determined that HD Supply Facilities Maintenance has met the requirements of the Living Wage Program and agrees to pay living wage hourly rates to full-time employees while providing services under the Contract.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On March 24, 2011, the County of Maricopa, Arizona (Maricopa) in conjunction with U.S. Communities, a governmental purchasing alliance conducted a Request for Proposals Solicitation, No. 11019-RFP. On July 6, 2011, Maricopa awarded a contract to HD Supply Facilities Maintenance with options to extend the term of performance. On August 1, 2014, Maricopa, extended the contract with HD Supply Facilities Maintenance to July 31, 2017. The Housing Authority intends to utilize the procurement conducted by Maricopa for building materials and supplies, which is made available to public agencies nationwide through U.S. Communities.

The U.S. Department of Housing and Urban Development under Title 24 Code of Federal Regulations (CFR), section 85.36 (b)(5) states that to foster greater economy and efficiency, the Housing Authority is encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services. The procurement process conducted by Maricopa has been reviewed and has been determined to comply with the Housing Authority's Procurement and Contracting Policy and Procedures.

**IMPACT ON CURRENT PROJECT**

The proposed Contract will provide needed building materials and supplies for locations owned by the Housing Authority and will continue to provide the residents and staff with decent, safe and sanitary conditions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Sean Rogan", with a long horizontal flourish extending to the right.

SEAN ROGAN  
Executive Director

SR:MF:gc



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Commissioners

**Sean Rogan**  
Executive Director

December 17, 2014

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**AWARD A CONSTRUCTION CONTRACT TO M.L. CONSTRUCTION FOR THE  
CONSTRUCTION AND INSTALLATION OF TWO NEW ADA ELEVATORS AND  
DECOMMISSIONING OF TWO EXISTING ELEVATORS AT THE LANCASTER  
HOMES MULTIFAMILY SENIOR HOUSING DEVELOPMENT  
(DISTRICT 5)**

**SUBJECT**

This letter recommends award of a Construction Contract (Contract) to M.L. Construction to construct and install two new Americans with Disabilities Act (ADA) elevators and decommission two existing elevators at the Lancaster Homes multifamily senior housing development (Lancaster Homes) located at 711-737 Jackman Street in the City of Lancaster.

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and record of the project.
2. Recommend that the Board of Commissioners approve the project and adopt the plans and specifications that are on file in the Construction Management Unit of the Community Development Commission for construction of the project.
3. Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute the Contract and all related documents with M.L. Construction, in the amount of \$1,379,000, to construct and install two new ADA elevators, decommission two existing

elevators, and complete associated work at the Lancaster Homes multifamily senior housing development, following receipt of the approved Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor.

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary, to amend the contract, to terminate the contractor's right to proceed with the performance of the Contract, or to terminate the Contract.
5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed \$275,800 for unforeseen project costs, following approval as to form by County Counsel.
6. Recommend that the Board of Commissioners authorize the Executive Director or his designee to incorporate up to \$1,654,800 in previously authorized Commission General Fund loan proceeds into the Housing Authority's approved Fiscal Year 2014-2015 budget for the purposes described above.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to find that the project is exempt from the California Environmental Quality Act and to award a Contract to construct and install two new ADA elevators, decommission two existing elevators, and complete associated work at Lancaster Homes.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The Housing Authority will fund the \$1,379,000 Contract with loan proceeds from the \$5,000,000 Commission General Fund loan approved on February 11, 2014, and funds will be incorporated into the Housing Authority's approved Fiscal Year 2014-2015 budget as needed.

A 20% contingency, in the amount of \$275,800, is being set aside for unforeseen costs using the same source of funds, to be incorporated into the Housing Authority's approved Fiscal Year 2014-2015 budget as needed. This contingency is recommended because elevator construction and installation often involves unforeseen conditions that extend further than initially identified in the scope of work.



The \$5,000,000 Commission General Fund loan was approved by the Board on February 11, 2014, along with a contract for the replacement of roofing and HVAC systems at Lancaster Homes. The loan has been set aside as restricted and reserved for a line of credit to finance various rehabilitation projects at Lancaster Homes. The loan will be repaid over 20 years at a simple 3% fixed interest rate. Currently, \$2,109,000 of the Commission General Fund loan has been obligated to fund the replacement of roofs and HVAC systems, and common area painting and flooring. The remaining loan proceeds will be utilized to fund this Contract, and if funding permits, for the remodeling of kitchens and bathrooms.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Lancaster Homes consists of a pair of two-story residential buildings with a total of 120 housing units. The scope of work for this Contract includes the construction and installation of two new ADA elevators and decommissioning two existing elevators, including electrical, plumbing, waterproofing, fire alarm system, fire sprinklers, drywall, and painting, and associated work. The decommissioning of the two existing elevators will occur after the installation of the new elevators is complete, and these areas will become storage rooms. The two new ADA elevators will be located in a different part of the building in order to create additional space for each elevator to be ADA compliant.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, M.L. Construction will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

### **CONTRACTING PROCESS**

This project was initially advertised in December 2013, pursuant to the Housing Authority's procurement procedures and policies. Two bids were received and publicly opened.

During the solicitation process, there were various construction projects in progress at Lancaster Homes, including new roofs, air conditioning replacement and common area flooring and painting. To avoid further disruption and inconvenience to the senior residents, the Housing Authority decided to delay this project and rebid it at a later time. As a result, the Housing Authority rejected both bids.

On June 16, 2014, the Housing Authority initiated a second outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were electronically sent to all 395 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in the Dodge Construction/Green Sheet newspaper and on the County WebVen and Housing Authority websites. Thirty-four bid packages were requested and distributed.

On July 15, 2014, two bids were received and formally opened. M.L. Construction submitted the lowest responsive bid.

On August 14, 2014, Action Elevator Additions & Retrofits (Action), the second lowest bidder, submitted a letter protesting the Housing Authority's rejection of all bids in the first round of solicitations. A Housing Authority staff member designated as Protest Officer reviewed Action's protest and determined that both procurements and the initial rejection of all bids demonstrated compliance with the Housing Authority's procurement procedures and policies. In addition, on September 25, 2014, a hearing was held before an Appeals Officer who determined that there was no merit to Action's claim.

Accordingly, the Housing Authority recommends that the Board award the Construction Contract to M.L. Construction, the Lowest Responsive and Responsible Bidder.

The Summary of the Outreach Activities is provided in Attachment A.

#### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3)(ii), this project is excluded from the National Environmental Policy Act because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The project (constructing and installing two new ADA elevators and decommissioning two existing elevators including electrical, plumbing, waterproofing, fire alarm, fire sprinklers, drywall, and painting and complete associated work) is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Honorable Housing Commissioners  
December 17, 2014  
Page 5

**IMPACT ON CURRENT PROJECT**

The award of the Contract will replace the deteriorating elevators at Lancaster Homes with ADA compliant elevators, which will improve services to the residents.

Respectfully submitted,



SEAN ROGAN  
Executive Director

SR:MB:mo

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities Lancaster Homes New ADA Elevators Modernization Project

On June 16, 2014, the following outreach was initiated to identify a contractor to construct and install two new ADA elevators and decommission two existing elevators including electrical, plumbing, waterproofing, fire alarm system, fire sprinklers, drywall, and painting and associated work at the Lancaster Homes multifamily senior housing development located at 711-737 West Jackman Street, Lancaster, CA 93534.

#### A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Dodge Construction/Green Sheet

An announcement was also posted on the County WebVen and Housing Authority websites

#### B. Distribution of Bid Packages

The Housing Authority initiated the outreach, 395 notices were electronically sent from the Housing Authority website. Thirty-four bid packages were downloaded by contractors.

#### C. Pre-Bid Conference and Site Walk

On July 1, 2014, a mandatory pre-bid conference and site walk was conducted. Three contractors attended.

#### D. Bid Results

On July 15, 2014, two bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
M.L. Construction	\$1,379,000
Action Elevator Additions & Retrofit	\$1,392,730
Engineers' Estimate	\$1,556,128

Upon review of the two bids submitted, the Housing Authority has determined that M.L. Construction is a responsible bidder with the lowest responsive bid, and is therefore recommending M.L. Construction for the Contract award.

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
M.L. Construction	Non-Minority	Total: 15 4 minorities 1 woman 27% minorities 7% women
Superior Alliance Elevator Corp. (Elevator Sub-contractor)	Non-Minority	Total: 11 3 minorities 2 women 27% minorities 18% women
Nairi Gevorkian (Electrical Sub-contractor)	Non-Minority	Total: 7 3 minorities 0 women 43% minorities 0% women
Jam Corporation. (Fire Alarm Sub-contractor)	Non-Minority	Total: 23 9 minorities 2 women 39% minorities 9% women
V & M Iron Works (Carpentry Sub-contractor)	Minority	Total: 17 17 minorities 1 woman 100% minorities 6% women

F. Minority/Women Participation - Contractor Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Action Elevator Additions and Retrofits	Non-Minority	Total: 5  4 minorities 2 women 80% minorities 40% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

## ATTACHMENT B

### Contract Summary

**Project Name:** Lancaster Homes New ADA Elevators Modernization Project  
**Location:** 711-737 W. Jackman St., Lancaster, CA 93534.  
**Bid Number:** CD14-107  
**Bid Date:** July 15, 2014  
**Contractor:** M.L. Construction  
**Services:** Installation of two new ADA elevators including all accessories; decommissioning two existing elevators, electrical, plumbing, waterproofing, fire alarm, fire sprinklers, drywall, painting, and all associated work

**Contract Documents:** Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Notice to Proceed and Completion:** The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within three hundred fifty (350) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

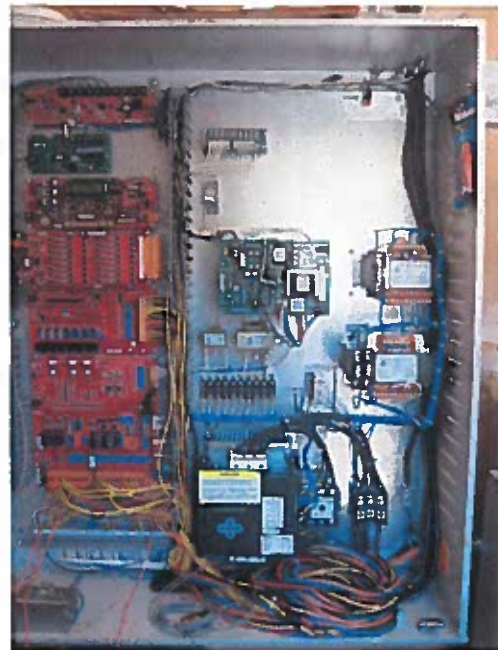
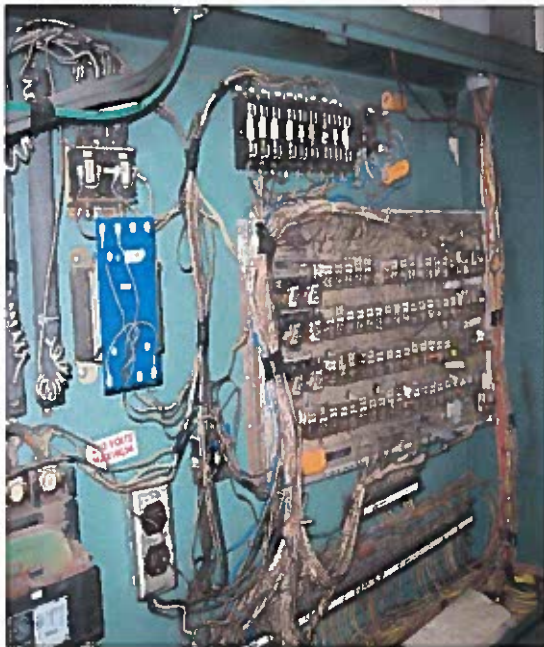
**Contract Sum:** The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Million Three Hundred Seventy Nine Thousand Dollars and Zero Cents (\$1,379,000)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency:** **\$275,800**

## Lancaster Homes Seniors Elevators Modernization



The site has two existing elevators. The scope is to construct and install two new elevators and decommission two existing elevators.



Typical existing relay based elevator controller. New control system after modernization.